



### **OWNER-BUILDER INFORMATION**

Dear Property Owner:

State law (Health and Safety Code, Sections 19830 and 19831) requires the County of San Diego to notify you that an application for a building permit has been submitted in your name, listing you as the builder of the specified property improvements.

For your protection, you should be aware that as "owner-builder" you are the responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they are personally performing their own work. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California. They also are required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection.

If you employ or otherwise engage any person other than your immediate family, and the work (including materials and other costs) is \$500 or more for the entire project, and such persons are not licensed as contractors or subcontractors in the State of California, then you may be an employer. If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions. There may be financial risks for you if you do not carry these obligations, and these risks are especially serious with respect to workers' compensation insurance.

For more specific information about your obligation under federal law, contact the Internal Revenue Service (telephone number: 1-800-829-1040) and if you wish the Small Business Administration (telephone number: (619) 557-7250). For more specific information about your obligations under state law, contact the Department of Industrial Relations, Division of Workers' Compensation (telephone number: (619) 767-2086).

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions.

A frequent practice of unlicensed persons professing to be contractors is to secure an "owner-builder" building permit, erroneously implying that the property owner is providing his or her own labor and materials personally. There could be significant penalties for this practice.

Information about licensed contractors as well as the contracting laws discussed in this letter may be obtained by contacting the Contractor's State License Board at 5280 Carroll Canyon Road, San Diego, Suite 250, California (telephone number: (800) 321-CSLB (2752) or at 1020 "N" Street, Sacramento, California 95814.

Please complete and return the enclosed OWNER-BUILDER VERIFICATION form in person or by mail so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned.

JEFF MURPHY, Chief  
Building Division

## OWNER-BUILDER VERIFICATION

### Attention Property Owner:

An "Owner-Builder" building permit has been applied for in your name.

Type of Project: \_\_\_\_\_ Plan Check File Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

**Please check one of the boxes below, complete this form, and return it in the envelope provided at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit. No building permit will be issued until this verification is received.**

☐ 1 I will personally provide the labor and materials for construction of the proposed property improvement.

☐ 2 I will contract (hire the following general contractor or firm to coordinate, supervise, and provide the labor for construction of the proposed property improvement:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Contractors License No.: \_\_\_\_\_

☐ 3 I will provide portions of the work, but will contract (hire) the following contractor(s), subcontractor(s) or firm(s) to coordinate, supervise, and provide labor for portions of the construction of the proposed property improvement.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Contractors License No.: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Contractors License No.: \_\_\_\_\_

(Continued)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Contractors License No.: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Contractors License No.: \_\_\_\_\_

**4** I will provide portions of the work, but I will employ (hire) the following person(s) to provide the labor indicated below for construction of the proposed property improvements:

Name	Address	Telephone No.	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**I declare under penalty of perjury that the foregoing is true and correct. Executed at**

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
City or Area State Date Month Year

**Property Owner:** \_\_\_\_\_

**Signature**